

# County of Bernalillo

## State of New Mexico

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### Purchasing Department

ONE CIVIC PLAZA, N.W.  
ALBUQUERQUE, NM 87102  
(505) 768-4013  
FAX (505) 768-4067

DATE: August 25, 2006

TO: ALL OFFERORS

FROM: Prepared by Bob Henderson, Senior Buyer, Purchasing Department

RE: **REQUEST FOR PROPOSALS (RFP) #01-07-BH Recording and Transcription Services**

**The Bernalillo County Purchasing Department is requesting sealed proposals for from Vendors to provide Recording and Transcription services. Contractor shall serve as the County's professional Recording and Transcription provider. Responsibilities shall include but not be limited to attending all Board of County Commission meetings and special County meetings as required.**

Pertinent Documents, which includes a detailed Scope of Services, may be obtained from the Bernalillo County Purchasing Department at the address shown below, or by calling **768-4013**. There is no cost for RFP copies for registered vendors that have paid the \$55 calendar-year fee. Other interested parties are welcome to register and pay the fee or pay .50 cents per page for RFP copies.

**Sealed proposal submittals will be accepted by the Purchasing Department, until 4:00 p.m. (local time) on August 25, 2006 10<sup>th</sup> Floor (Room 10010), Albuquerque/Bernalillo County Government Center, One Civic Plaza NW, Albuquerque, New Mexico 87102**